

Videoconferencing on Wheels (V.O.W) Connection and Operation Instructions

What's in the Pelican Case?



Layer 1

- Tandberg Microphone Pod
- Tandberg Remote Control
- Tandberg Power Supply
- Connection Cables
 - Tandberg Power Cord
 - Tandberg Internet Connection
 - Tandberg S-Video Connection
 - Tandberg Microphone Pod Connection
 - Hitachi Projector Power Supply
- Instruction Card



Layer 2

- Tandberg 880MXP
- Hitachi VGA Projector



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How do I set up the V.O.W. unit?

1. Open the Pelican Case and remove the upper foam packing material.



2. Remove the Tandberg Microphone Pod and Tandberg Remote Control, and the Tandberg Power Supply from Layer 1.

3. Remove Divider Layer of foam packing material and cables from left side of case and set aside.



4. Remove the foam packing from above the Tandberg 880MXP and remove the Tandberg 880MXP from the case.
NOTE: Take care NOT to lift the Tandberg 880MXP by the camera head, but by the body of the unit.

5. Remove the Hitachi Projector from the case.

6. Replace the packing material in the case. Close case and set aside.



7. Place the Tandberg 880MXP near the front of the videoconferencing space. Face the lens toward the participants. The edge of a desk or file cabinet works especially well.

8. Place the Hitachi Projector so that the image will be centered on a projection screen. (The screen is not provided.)



9. Attach the Tandberg Power Supply to the Tandberg Power Cord.



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10. Connect power supply to the Tandberg 880MXP (as shown) and to the room power supply.



11. Attach the Tandberg S-Video Cable to the Tandberg 880MXP as shown.



12. Attach the Tandberg Audio Cable to the Tandberg 880MXP as shown.



13. Attach the Tandberg Microphone Pod Cable to the Tandberg 880MXP as shown.



14. Attach the Tandberg Internet Connection Cable to the Tandberg 880MXP "Ethernet" port and to the internet connection in the room.



15. Now that all connections to the back of the Tandberg 880MXP are made, it will look like this:



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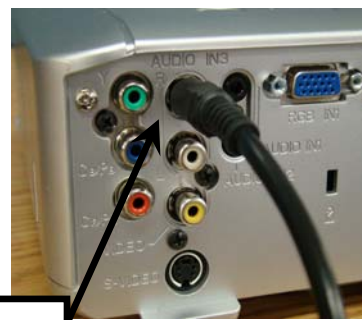
16. Attach the Tandberg Microphone Cable to the Microphone Pod as shown.



17. Connect the S-Video and audio connections to the Hitachi projector as shown.



S-video connection



Audio connection

18. Connect the Hitachi Projector Power Supply to the projector, as shown, and to the room power.



19. Turn on the Tandberg unit by moving the rocker switch to the "1" position.



Rocker Switch

20. Turn on the Hitachi Projector by moving the rocker switch to "1".



Rocker Switch



21. Press the "Standby/On" button on top of the Hitachi Projector to get a green lamp indicator.

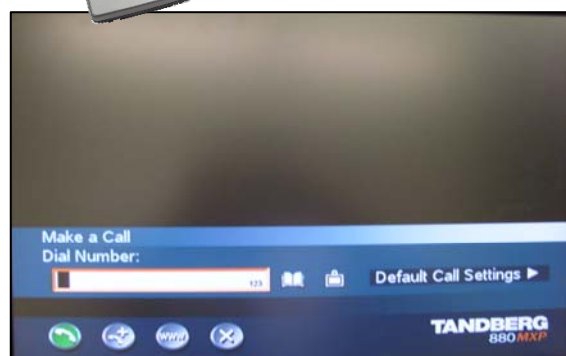
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How do I make the connection to another V.O.W. unit or content site?

1. Lift the Tandberg Remote Control and press the green "call" button.



2. The screen at right will appear (a view of your venue will be seen where the screen at right is black). Use the numbers on the Tandberg Remote Control to enter the IP address of the receiving site. An IP address typically takes the form **XX.XXX.XX.X**. **Hint: Use the "*" button to insert periods in the IP address.**



3. Press the green "call" button again and the connection will be made.
4. When your call connects, you will see a large image being sent by the receiving site and a smaller, picture-in-picture image of your sending site. Use the appropriate button on the remote control to pan, tilt, and zoom the camera, to mute your microphone, to change the P-in-P position, and to adjust volume.



5. Special note about button function:
 - a. The "Selfview" button changes your screen so that you see what your camera is seeing rather than the view from the camera at the other location. Push it once and you see your view. Push it again and it switches back to the other camera's view.
 - b. The "Layout" button controls the Picture-in-Picture placement. With each push of the button, it moves a small view of what your camera sees around the 4 corners of the screen on top of the main image. The fifth push of the button turns off the Picture-in-Picture view.

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How do I repack the V.O.W. unit?

1. Gently disconnect all cables. Rewrap and bind all cables neatly.
2. Collapse the front legs of the Hitachi Projector by pressing the button above each leg and gently lifting the leg into the projector body.
3. Place the projector into the Pelican case in the cut-out designed to receive it, as shown. Place the Hitachi Remote Control in its adjacent cut-out.



4. Place the Tandberg 880MXP into the Pelican case to the right of the Hitachi projector, with the lens facing to the left, as shown. **NOTE: BE CAREFUL NOT TO LIFT THE UNIT BY THE CAMERA HEAD.**



5. Place the formed foam packing material on the Tandberg 880MXP. Press gently to seat the foam packing. Insert the Tandberg Remote Control, the Microphone Pod, and the Power Supply into their cut-outs.

6. Place the foam divider to the left above the Hitachi Projector and carefully arrange all cables on the foam divider.



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7. Place the upper foam packing material in the case, being careful to gently compress the foam so that all edges are inside the case.



8. Gently close the lid and latch all 4 lid latches securely. Note that the latches have 2 positions and must be fully closed.

What does a good room arrangement look like for a videoconferencing event?

1. Generally, the room setup will depend upon the purposes of the event. Videoconferences are ideally very interactive, with participants at each end posing and answering questions, doing demonstrations, or sharing information. Your room arrangement will need to accommodate all this activity and be able to show the faces of all participants.
2. The camera will be placed in front of, or just to the side of, the display screen, so that when the students are looking at the screen their faces will be visible to the viewers at the other location.
3. Room lighting needs to be adjusted so that the faces of the participants are well lit, and so that the display screen is not “washed out” by high light levels. This often requires careful placement of equipment and participants.
4. Microphone placement needs to be planned so that all voices can be heard. In a large room, students may need to be directed to rise from their seats and move to a specified position near the microphone to ask or answer questions. For safety, students should not have to step across cables or cables may need to be taped securely to the floor.
5. The following page contains examples of two room arrangements. Endless variations are possible depending on room size and shape, number of participants, the tasks to be undertaken, and the level of interactivity in the event.

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